

CNIC HQ **Intern/Developmental Position** CHECK-IN

- The Executive Assistant for the CNIC HQ N Code you are assigned to will assist you in accessing required forms and documents for check in.
- In the right-hand column of this sheet, indicate the date you complete each required action; for on-site requirements, you may wish to have the Action Office POC initial this sheet.
- Check-in activities should be completed within ten business days of your arrival.

PLEASE RETURN THIS COMPLETED FORM TO THE CNIC HQ CHECK-IN/OUT COORDINATOR

Your name:	N-Code reporting to:	Building, room, cub.:	
Supervisor name:	Supervisor phone:		
Exec. Ass't (EA) name:	EA phone:		
Work Location: Joint Base Anacostia-Bolling (JBAB) _____ Washington Navy Yard (WNY) _____ Remote site [name of site] _____		(202) 433 = DSN 288 (202) 685 = DSN 325	
Requirement	Your Action	Check-In Action Office/POC	Date
PRE-ARRIVAL			
1	Information Assurance (IA) Training First: Complete IA training via DISA & print out course certificate; URL for training - http://iase.disa.mil/eta/iaav10/index.htm Second: Notify N Code EA of completion & bring course certificate to on-site check-in	N64 Information Assurance (IA) Point of Contact (POC) JBAB, Building 168, 3 rd Fl (202) 433-3613, Cubicle (Cub.) #323-13 (202) 433-3411, Cub. #323-12	
2	SAAR-N Form (OPNAV 5239/14; Rev 9/2011) <i>Note: This form replaces OPNAV 5239/14 rev 7/2008, which is now OBSOLETE</i> All CNIC HQ personnel must submit a System Authorization Access Request-Navy (SAAR-N) form The SAAR-N can be completed & forwarded electronically on a CAC-enabled computer: <ul style="list-style-type: none"> • Activate JavaScript on the computer • Once you have called up the SAAR-N, click "ENABLE ALL FEATURES" above first screen page of form Question-by-question SAAR-N instructions are included on the SAAR-N form following Block 33b CNIC-specific guidelines are set out below First: Complete preliminary section - <ul style="list-style-type: none"> • TYPE OF REQUEST - Select "INITIAL" • DATE - Enter date you are completing form • SYSTEM NAME - Enter "NMCI" • LOCATION - Enter CNIC HQ location (Washington Navy Yard, Anacostia, or remote CNIC HQ site) Second: Complete Part I - <ul style="list-style-type: none"> • Enter required information in Blocks 1-9 • If you have taken Information Assurance training, complete Block 10 now • If not, follow guidelines for requirement #1, above, then complete Block 10 Third: Complete <i>User Agreement</i> section of Part II (skip Blocks 11-21) - <ul style="list-style-type: none"> • Read <i>User Agreement & User Responsibilities</i> (Block 22) • If you are working on-screen at a CAC-enabled computer, type name in Block 23, click Block 24 to bring up digital signature box, click SIGN, then enter date in Block 25 • Otherwise, print out form & fill in Blocks 23-25 Fourth: Forward form for CNIC supervisor signature - <ul style="list-style-type: none"> • If completing form on a CAC-enabled computer, click gray E-MAIL SUBMIT tab on SAAR-N screen & e-mail form to CNIC supervisor • Otherwise, bring hard copy to on-site check-in 	N64 IA POC (see contact info at #1 above)	
3	Common Access Card (CAC) <i>You must have a valid CNIC-issued CAC to complete check-in</i> If you do not, follow the guidelines that pertain to your current	N00C HQ Security Office WNY, Building 46 (202) 433-9688, Room 100	

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		CAC status in 3a-c below	(202) 433-9687, Cub. #13 Local CNIC HQ Security POC	
3a	<ul style="list-style-type: none"> IF you hold a valid civilian CAC issued by another Navy component 	First: Turn in your CAC to the security office at your current government organization Second: Follow the guidelines for new Navy civilian CAC application (3c below)		
3b	<ul style="list-style-type: none"> IF you hold a valid civilian CAC issued by another DoD organization 	First: Turn in your CAC to the security office at your current government organization Second: Follow the guidelines for new Navy civilian CAC application (3c below)		
3c	<ul style="list-style-type: none"> IF you are applying for a new Navy civilian CAC 	Complete requirements for obtaining the security clearance level for the position you will fill at HQ Contact HQ Security for further guidelines & assistance if needed		
4	Security Forms & Briefing	<i>Complete security requirements set out in 4a-c below</i> <i>Note: CNIC personnel working at remote HQ sites must check in with their local CNIC HQ Security points of contact (POCs)</i>	N00C HQ Security Office (see contact info at #3 above) Local CNIC HQ Security POC	
4a	<ul style="list-style-type: none"> Security Check-In & Request for Access 	Print out form, fill in personal information, & bring on site for supervisor's signature & submittal to HQ Security		
4b	<ul style="list-style-type: none"> Classified Information Non-Disclosure Agreement (NDA) 	Print out form & bring to HQ Security for witnessed signature		
4c	<ul style="list-style-type: none"> DoD Initial Security Awareness Indoctrination Briefing 	First: Read <i>DoD Initial Security Awareness Indoctrination</i> : https://www.cnatra.navy.mil/docs/INITIAL_SECURITY_BRIEFING.pdf Second: Fill in certificate of completion & print out for on-site submittal to HQ Security		
5	Name Tag	Let your N Code EA know how you would like your name to appear on name tag, e.g. "Bob Smith" or Robert Smith" (call, e-mail, or submit completed <i>Name Tag</i> form)	N Code EA	
ON SITE				
6	CNIC N Code Supervisor Signatures	First: Obtain N Code supervisor's signature on <i>Security Check-In & Request for Access</i> form Second: Ensure that N Code supervisor has signed your SAAR-N - <ul style="list-style-type: none"> If you worked the SAAR-N on a CAC-enabled computer & electronically forwarded it to your supervisor, validate that supervisor digitally signed & forwarded form to HQ Security Otherwise, have supervisor complete SAAR-N Part II Blocks 11-21 in hard copy now 	HQ N Code Supervisor	
7	Total Workforce Management Services (TWMS) Record	<i>You must have an established TWMS record to complete daily muster & required training, & for access to CNIC Gateway 2.0</i> Meet with your N Code EA & provide required information for EA to create "gain" record in TWMS		
8	HQ Security Sign-Offs	<i>Complete the security requirements set out in 8a-d below</i> <i>Note: HQ interns who will be working remotely must check in with their local CNIC HQ Security POCs</i>	N00C HQ Security Office (see contact info at #3 above) Local CNIC HQ Security POC	
8a	<ul style="list-style-type: none"> SAAR-N Form (OPNAV 5239/14 Rev 9/2011) 	If your supervisor completed & signed a hard copy of your SAAR-N, submit the form now If you did not digitally sign & electronically forward the SAAR-N to your N Code supervisor, sign hard copy for HQ Security now		
8b	<ul style="list-style-type: none"> Security Check-In & Request for Access 	Submit completed form, signed by your N Code Supervisor		
8c	<ul style="list-style-type: none"> Classified Info Non-Disclosure Agreement (NDA) 	Have your signature witnessed by HQ Security		
8d	<ul style="list-style-type: none"> DoD Initial Security Awareness Briefing 	Submit signed form to HQ Security		
9	IF you will be working in Building 168 (Anacostia Annex)	Contact N00C HQ Security Office or N64 Information Assurance POC to ensure that you have been entered into the Enabler system for before/after hours building access	Primary – N00C HQ Security Office (see contact info at #3 above) Back-up – N64 POC (see contact	

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			info at #1 above)	
10	Personally Identifiable Information (PII) Training	<p>All Department of Defense personnel must complete PII training once each fiscal year (between 1 Oct & 30 Sep)</p> <p>First: Complete PII annual training if you have not already done so this fiscal year</p> <p><i>With a Common Access Card (CAC) -</i></p> <ul style="list-style-type: none"> Via TWMS: https://twms.nmci.navy.mil/selfservice/online_training/ <p><i>Without a CAC -</i></p> <ul style="list-style-type: none"> Via DISA: http://iase.disa.mil/eta/pii/pii_module/pii_module/index.html <p><u>Note:</u> Create & print out your certificate at the end of the training session, before you close the final window</p> <p>Second: Be sure that completion of training is formally documented –</p> <ul style="list-style-type: none"> Training completed in TWMS is automatically added to your TWMS training record If you took training via DISA, bring course completion certificate to N Code EA, who will add the course to your TWMS training record 	<p>N00C Privacy Act Program Manager WNY, Building 111, Suite 101, Cub. #288 (202) 433-0895</p>	
11	IF you will be driving to CNIC HQ Washington Navy Yard (WNY) or Anacostia Annex	Complete <i>Permanent Parking Permit / DoD Decal Application</i> & submit to Pass-ID Office along with auto registration & proof of insurance	<p>Washington Navy Yard Pass-ID Office WNY visitor Control Center O Street Gate, Building 126 (202) 433-3735</p> <p>Joint Base Anacostia-Bolling Pass-ID Office JBAB Visitor Center, Building 92 (202) 767-5505 or 8958</p>	
12	Taskers (TV5) System	<p>Ensure that your N Code supervisor has contacted the Taskers technical POC requesting system access for you</p> <p>Contact Taskers technical POC for Taskers information, guidelines, link to Business Rules, training, & access to HQWEB Taskers system</p>	<p>N00C Taskers Technical POC WNY, Building 46, Cub. #10 (202) 433-9682; DSN 2</p>	
13	Ethics & Standards of Conduct Guidance	<p>Read the following:</p> <ul style="list-style-type: none"> <i>CNIC Employees' Guide to the Standards of Conduct</i> <i>Principles of Ethical Conduct for Government Officers & Employees</i> (Executive Order 12674) 	<p>N00 Force Judge Advocate's (FJA) Office WNY, Building 36, Room 110 (202) 433-2923</p>	
14	Equal Employment Opportunity	Read CNIC's Equal Employment Opportunity (EEO) Policy Statement & Anti-Discrimination Policy Statement, posted on N13's site on Gateway 2.0 (G2)	<p>N13 EEO Office JBAB, Building 168, 3rd Fl, Cub. #325-04 (202) 433-4860</p>	
	Check-In Complete	Return this initialed & dated check-in form to HQ Check-in/Out Coordinator	<p>N00C HQ Check-In/Out Coord.: WNY, Building 111, Suite 101, Cub. # 258; (202) 433-0832</p>	